



CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

"SHIKSHA KENDRA", 2, COMMUNITY CENTRE, PREET VIHAR, DELHI - 110 301

REGD./SPEED POST

No. CBSE/AFF/1630072/EX-01738-1516/2015 / 873486

Dated: 16.05.2015

The Manager,
Dr. Saif-Ud-Din Kitchlu Memorial Public School,
F.C.I Road,
Moga-142001,
(Punjab).

Sub: Extension of Provisional Affiliation to the above said school beyond 31.03.2015.

Sir/Madam,

This is with reference to your online application No. EX-01738-1516 executed on 11.06.2014, on the above subject. In this connection, I am directed to convey the sanction for regularization of extension of provisional affiliation of the school with the Board for its Secondary School Examination and Senior School Certificate Examination for a further period of Five years w.e.f. 01.04.2015 to 31.03.2020 subject to the fulfillment of the following conditions:-

1. The School is required to follow syllabi and course as per scheme of studies prescribed by the Board for the respective Examination.
2. The School is required to abide itself by the Examination/Affiliation-Bye-Laws of the Board.
3. The School is required to apply on online for further extension of affiliation alongwith the requisite fee and other documents by 30th June of the preceding year in which the Provisional Affiliation expires. Applications will be accepted after the last date along with the prescribed fee and late fee Rs. 10,000 per month subject to Maximum of Rs.50,000/-.
4. Provisional Affiliation granted to a school will remain valid on receipt of online application of a school for further extension of provisional affiliation subject to the final decision of the Board. (Amended Rule 15.11)
5. The school will enroll students proportionate to the facilities available in the school as prescribed in the Affiliation Bye-Laws of the Board which shall not in general exceed the optimum number as under from Pre-Primary to Class XII:-

	Campus area	Enrolment	No. of Sections (pre-primary to X)	No of Sections at Sr Secondary (XI & XII)
(a)	1.0 acre	1250	02 in each class	04 in class XI and XII
(b)	1.5 acre	1875	03 in each class	04 in class XI and XII
(c)	2.0 acre	2500	04 in each class	04 in class XI and XII

- (d) School running on bigger campus of more than 02 acres, the number of students shall be restricted as per the actual facilities in the school which shall be proportionate to the optimum number mentioned at (a), (b) and (c) above.
- (e) Schools running on less than 01 acre campus shall restrict number of students as follows:-

	Category	Area of land	No. of students
(i)	Secondary School	2000 sq. mtrs	600 upto Class X
(ii)	Sr. Secondary School with two streams	3000 sq. mtrs	900 upto Class XII

Contd....2/-

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6. The school will strictly adhere with all rules regarding safety of students including Fire fighting, Drinking water, Sanitation, Transportation, etc.
7. Income & Expenditure and audited annual accounts statement duly certified by the Chartered Accountant for the current year is required to be sent and the same be submitted every year.
8. **Other conditions are contained in Annexure 'A' which is enclosed herewith.**
9. **Special conditions to be complied within three months:-**

- a. The Extension of Provisional Affiliation up to **Senior Secondary level** w.e.f. 01/04/2015 to 31/03/2020 has been granted provisionally subject to the conditions that the school will pay the pay scale and allowances which should at least be at par with corresponding categories of teachers employed in government institutions of the State Govt. or as per scale prescribed in 6th Central Pay Commission of Govt. of India in respect of its teachers and will make the payment through ECS mode with proper deduction of EPF and other facilities as per norms of the Board. The school is also required to furnish the details of teacher's qualifications.
- b. The School Managing Committee has not been constituted as per Affiliation Bye-laws, therefore, it may be reconstituted by including representatives of teachers, parents and CBSE.
- c. The school is required to appoint more trained and qualified **PRTs & TGTs** to maintain section-teacher ratio as per norms and furnish a fresh staff statement accordingly.
- d. The school is also required to furnish valid sanitary conditions, drinking water and fire Safety Certificates issued by the competent authorities.
- e. The school is required to submit an affidavit, duly attested by First Class Magistrate to the effect that the school will not use the old name in any manner and will use the new name and should change all the records and letter heads accordingly.
- f. The school is required to maintain FDR of **reserve fund** in the joint names of Secretary, CBSE and Manager of the school as per provisions of Affiliation Bye-Laws of the Board & copy of the same is required to be furnished.

Yours faithfully,

ASSISTANT SECRETARY (AFF)

Encl: As above.

Copy to:

1. The Principal, Dr. Saif-Ud-Din Kitchlu Memorial Public School, F.C.I Road, Moga-142001, (Punjab).
2. The Regional Officer, CBSE, Sector- 5, Panchkula - 134109 (Haryana).
3. The Asstt. Secy. (IT), AMC, CBSE, Delhi.

Inam
ASSISTANT SECRETARY (AFF)

Good
Principal
Dr. Saif Ud Din Kitchlu Public
Sen. Sec. School, Moga



केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education

संबंधता - Online School Affiliation & Monitoring System R-2.0

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Grant with Condition Letter for-:EX-03901-2021

NO . CBSE/AFF/EX-03901-2021/2020-21/

Dated:
17/08/2020

The Manager,
DR SAIF-UD-DIN KITCHLU MEMORIAL PUBLIC SCHOOLFCI
ROAD OPP BHAG CINEMA MOGA PUNJAB
MOGA
PUNJAB ,MOGA , 142001
(M: 01636237724)

Subject : General Affiliation up to Extension of General Affiliation- regarding.Ref :
Application No. EX-03901-2021 dated 25.04.2019.

With reference to your application on the subject cited above; I am directed to convey the sanction for General Affiliation as per details given below :

Affiliation No.	1630072
Affiliated for	Extension of General Affiliation
Category	Extension of Affiliation
Period of General affiliation	01.04.2020 to 31.03.2025

The facilities reported at the time of last inspection:

S.No.	Detail	Size
1	Area on which school building situated reported by the IC	20234.3 Sq. Meters
2	Area of play ground	8000 Sq. Meters

The above sanction is subject to fulfillment of following conditions:-

1. The school will follow the **RTE Act, 2009** and instructions issued thereon by the CBSE/Respective State /UT Govt. from time to time.
2. The School is required to apply on online for further extension of affiliation along with the requisite fee and other documents as per Rule 10.3 of Affiliation Bye Laws.
3. The school will also abide by the conditions prescribed, if any, by the State Government concerned as mentioned in certificate as per appendix III issued by District Education Officer (DEO) /equivalent officer.
4. The school should ensure the strong governance and management of its activities in way of comprehensive and quantifiable planning in way of curriculum planning, infrastructure, resources, physical education, staff development and other co-curricular areas.
5. The school should go through the provision of **Affiliation and Examination Bye Laws and keep a copy there of** for reference purpose and also advised to visit CBSE websites i.e. <http://cbseacademic.nic.in/> & <http://cbse.nic.in/> for updates. The School is expected to see all circulars on these CBSE websites regularly.
6. The school will strictly adhere to all rules regarding safety of students including Fire fighting and Transportation, etc. Further, school will provide adequate facilities for potable drinking water and clean healthy and hygienic toilets with washing facilities for boys and girls separately in proportion to the number of students.
7. **Admission to the school** is to be restricted as per relevant rules of Examination Bye-laws

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and rule 2.4.5, 2.6.5, 7.1, 7.2, 8.4.2, 8.4.10 & other relevant rules of Affiliation bye laws.

8. The school is required to follow rule No.2.4.7 and 2.4.8 of Affiliation Bye Laws regarding Books and Quality of Education.
9. The number of sections in the school are restricted to **as per Appendix V** as per number of sections reported by the IC and shall not be increased without specific approval of the Board. For increase in number of sections, the School shall apply online to the Board as per rule 15.7 of affiliation bye laws.
10. The school shall be solely responsible for any legal consequences arising out of the use of school name/logo/society/trust or any other identity related to running of school affiliated to CBSE. The school shall also be liable to bear all legal charges incurred by the Board, if any, arising out of these circumstances.
11. The school must strive to promote conservation of environment on their campus through rainwater harvesting, segregation of waste at source, recycling of organic waste, proper disposal of waste including electronic waste, use of energy saving and energy efficient electrical equipment, greening of campus, use of solar energy, education and awareness amongst children on environment conservation and cleanliness etc.
12. The school shall submit their information through Online Affiliated School Information System (OASIS) as per details given in circular no. affiliation-06/2018 dated 24.04.2018. Link for OASIS is available on Board's website: www.cbse.nic.in.
13. The optimum Section teacher ratio of 1:1.5 as well as student teacher ratio of 30:1 is to be maintained to teach various subjects and school shall appoint qualified and trained teaching staff on regular basis as per provisions of Affiliation Bye Laws of the Board.
14. Every affiliated school shall sponsor regularly its bonafide and eligible students in Boards Class X and Class XII examinations from the year mentioned while granting affiliation/upgradation regularly without break or inform with reasons thereof in writing well in time about the non-sponsoring of the candidates.
15. Running of **coaching institutions** in the school premises in the pretext of providing coaching to the students for various examinations is not permitted by the Board. Strict action would be taken on defaulters.
16. The Manager and the Principal of the school shall be jointly responsible for the authenticity of the online/offline documents/ information/data submitted by the School to the Board.
17. Apart from rules to be adhered to by the school as mentioned above for drawing specific attention of the school authorities, the school authorities are required to acquaint themselves with all the rules contained in Affiliation & Examination Bye-laws and circulars/guidelines/ notification issued by the Board from time to time. Any laxity in following rules/instructions of the Board will lead to action against school as per Chapter 12 of Affiliation Bye-laws- 2018.
18. The school shall be responsible to immediately comply with the conditions mentioned in the grant letter and shall also maintain record of certificates, compliances, data and other records/information and shall be fully responsible to produce all such records before Board when asked for, Failing which necessary action shall be taken as per Affiliation-Bye-Laws of the Board.

Principal
Dr. Saif Ud Din Kitchlu Public
Sen. Sec. School, Nidga

Deputy Secretary (Affiliation)

* It is informed that the extension of affiliation is purely based on details submitted by School in the online application and the DEO certificate. The School shall be held responsible for genuineness of information / documents / data submitted, if found otherwise the school shall invite liable for suitable action as per affiliation Bye laws-2018.

* It seems that the society of school has been changed from Indo-Soviet Friendship Pharmacy College Managing Committee to Dr Saif Ud Din Kitchlu Memorial Educational Society. The school is required submit clarification

Encl: as stated above.

Deputy Secretary